



# **PLATTING GUIDELINE**

[www.farmersbranchtx.gov](http://www.farmersbranchtx.gov)

**Public Works Department - Development**

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## **I. Prior To Platting**

### **Site Plan/Development Plan**

If a Site Plan is required, it must be approved by staff or by City Council before platting. Site Plans are processed by the Planning Division of the Community Services Department. If zoning requires no Site Plan, a Development Plan or Preliminary Plat is required. If there is no new development, an “existing conditions” plan may be required. Contact the Public Works Department for a determination if a Development Plan or a Preliminary Plat will be required.

A development plan must be prepared by a registered professional land surveyor showing:

- 1) Existing and proposed building, structure, or improvement or proposed modification to the external configuration of a building, structure, or improvement..
- 2) Existing and proposed drainage patterns.
- 3) Each easement and right-of-way within or abutting the boundary of the surveyed property. Show existing and proposed.
- 4) The dimensions of each street, sidewalk, alley, square, park, or other part of the property intended to be dedicated to public use or for the use of purchasers or owners of lots fronting on or adjacent to the street, sidewalk, alley, square, park, or other part. Sidewalks are required. (EXCEPT: Hutton, Hutton Court, Benchmark, Diplomat and Delegate streets only)

A preliminary conference may be requested to provide guidance to all parties concerning the general subdivision plan, any special circumstances and conditions, and to formulate the preliminary draft of the developer’s contract when required.

### **Engineering Plans**

Approval of site plan does not constitute an approval for utility and drainage improvements as submitted with the site plan package. Two sets of detailed engineering and construction plans are to be submitted prior to plat approval.

Civil engineering plans associated with the Plat are to be submitted to the Public Works Department for all public facilities including construction of streets within and adjacent to the subdivision, all surface and storm drainage within and across subdivision, water distribution system, water lines associated with fire protection, sanitary sewer system, and any other public improvements required to serve the subdivision. The Developer must pay full cost of all public improvements including streetlights and street name signs and other special provisions as required. The engineering plans must be at least 95 percent completed (as determined by the Public Works Department) before the Plat can be submitted to the Planning and Zoning Commission.

For any construction work in rights-of-way or public easements, a permit separate from the building construction permit must be applied for. The application is issued by the Public Works Department and should be attached to the civil engineering plans. No fee is required. Engineering plans with a Right-of-Way Permit must be released by the Public Works Department before any construction begins on public improvements..

### **Developer’s Contract**

City Council may grant a variance from any requirement of the subdivision ordinance by including such variance as a provision in a Developer’s Contract.

## II. Application & Initial Plat Submittal

### **Application**

A Development Application Form must be completed and submitted with a plat fee of \$100 per sheet plus \$35 per acre. It is important that one contact person be designated for the Public Works Department to use to convey all information about the plat submittal.

### **Initial Plat Submittal**

Submit 3 review copies of the plat with the application and 2 sets of civil plans. The initial submittal of the plat will be reviewed for compliance to City Ordinances. Any comments or changes to be made will be relayed back to the designated contact person. Depending on the significance of the changes, there may be another review copy submittal. If not, a final submittal of the plat will be requested and proposed dates for presenting to Planning and Zoning Commission and City Council will be identified. Re-submittals must include the original staff marked-up drawings where applicable. In some cases, minor adjustments may be conveyed via email.

## III. Requirements for Final Submittal of Plat

### **Official Filing Date**

The official filing date with the City is the date that the plat is in full compliance with provisions of the Final Plat/Replat approval after examination by the City Engineer. At the time a final submittal is requested, the projected agenda dates will be set to present the plat to the Planning and Zoning Commission and City Council.

### **Final Submittal Consists of:**

- 1 TIF, PDF, JPEG file (A copy sent by email early is helpful.)
  - 5 Black line plats with original signatures
  - 2 Mylars with original signatures
  - 1 ACAD or DXF file (based on State Plane Coordinates NAD 83 Zone 4202)
- Current official tax certificates showing no taxes are due on the property being platted
- Payment to the order of Dallas County for current filing fees

### **Submittal Deadlines for Planning & Zoning Commission and City Council Meetings**

Generally, reviews will take approximately 4 weeks; the final submittal is to be received 10 days prior to the Planning & Zoning Commission meeting; the City Council meeting is approximately 4 weeks later.

As a guideline for scheduling, a submittal deadline calendar is available in the Public Works Department and on the City's website at [www.farmersbranchtx.gov](http://www.farmersbranchtx.gov). The calendar is located under the planning division, hearing dates. For platting purposes, use the second column for the "Final Submittal with Signatures" rather than "Property Owner Notification". Normally the Planning & Zoning Commission meets on the 2nd and 4th Monday of each month. City Council meets on the 1st and 3rd Tuesday each month. These dates are subject to change from the regularly scheduled dates, such as during summer months and holidays. It is important to verify these dates.

### **Planning & Zoning Commission & City Council approvals**

All plats must be presented to the Planning & Zoning Commission for recommendation and to the City Council for approval. The subdivision ordinance requires that a representative of the project attend the Planning and Zoning Commission meeting. If there is no representative, action on the plat may be postponed.

## IV. Filing a Plat at Dallas County

### **Filing A Plat At Dallas County Records Will Require:**

**5 plats (Black lines) with original signatures**

**2 plats (Mylar) also with original signatures**

**Official Certified Tax Certificates from the school district(s) and Dallas County**

### **Tax Certificates**

The Dallas County Clerk's Office will not accept a plat for recording without being provided official tax certificates from the Dallas County Tax Assessor's Office indicating that taxes on the property being platted have been fully paid. Final submittal of plats made to the City of Farmers Branch must include these official tax certificates (must be stamped originals only, no copies or tax receipts). If the plat submittal date is close to the tax statements being issued for the current year, you may contact the Public Works Department to request a delay in providing tax certificates so that the most current tax certificates are provided.

Taxing entities charge a nominal fee for tax certificates. Tax certificates can be purchased at the Dallas County Tax Assessor's Office in the Dallas County Records Building located on the first floor at 400 Elm Street, Dallas Texas 75202, phone (214) 653-7888. The Dallas County Tax Assessor will need the address of the property being platted or the property tax account number. If you have the address(s) for the property being platted, you may search the appraisal database of the Dallas Central Appraisal District (DCAD) website at [www.dcad.org](http://www.dcad.org) to obtain the property tax account number. The acreage of the property can also be verified on the website.

Regarding School Taxes: There are two independent school districts in Farmers Branch. Tax certificates from the school districts may be acquired from (1) Carrollton – Farmers Branch Independent School District (CFBISD) administration office or (2) the Dallas County Tax Assessor's office for the Dallas Independent School District (DISD). You will need to determine which school district affects the property being platted. The DISD is located in the eastern third of Farmers Branch (approximately Midway Road to Inwood Road and south of Valley View Lane, east of Webb Chapel Road). The DISD tax certificate will be included with the other property tax certificates from the Dallas County Tax Assessor's office. The CFBISD tax certificate will be a separate tax certificate from the CFBISD administrative office located at 1445 N. Perry Rd., Carrollton, TX 75006.

Property taxes become due when the taxpayer receives a bill (around October 1) even though they typically do not become delinquent until after January 31 of the following year. If the plat is filed after October 1 of any given year, the taxes for the current year must be paid even though they are not yet delinquent. If the taxes for the current year have not been calculated, the plat must have a statement from the collector indicating such.

### **Contact Information for County Requirements Regarding Tax Certificates**

Dallas County Clerk's Office - Telephone 214-653-7099.

Dallas County Tax Assessor's Office - Telephone 214- 653-7888.

Carrollton–Farmers Branch ISD - Telephone 972-968-6106.

## V. General Plat Information

### **Types of Plats**

**(All plats are subject to the same submission requirements as previously described.)**

#### ***Preliminary Plat***

A preliminary plat is required when there is no site plan required and must be approved by the Planning and Zoning Commission. A preliminary plat is intended to provide a review of the overall lot configuration, water and sewer services, and street patterns on any previously unplatted property. The review will determine conformance with the City's subdivision and development regulations. A preliminary plat allows the City and the developer to estimate future participation in infrastructure costs. The preliminary plat should show subdivision name, lot dimensions, existing and proposed building footprint structure, or improvement or proposed modification of the external configuration of the building, structure, or improvement, and parking lots, drainage, contours, limits of flood plains, proposed land uses, adjacent subdivision, and physical features such as bridges and existing utilities, each easement and right-of-way within or abutting the boundary of the surveyed property.

If the property has previously been platted and a site plan is not required, a development plan must be submitted in lieu of a preliminary plat. A development plan is reviewed by staff and does not go before the Planning & Zoning Commission.

#### ***Final Plat***

A final plat is a legal document that describes a tract of land by bearings and distances, locates and defines easements, and dedicates the necessary rights-of-way for streets and alleys. The final plat determines conformance to subdivision regulations, the zoning ordinance, other related codes, City policies, and any contractual obligation through a Developer's Contract. A final plat must have an approved site plan, a development plan, or a preliminary plat before proceeding with the platting process.

#### ***Replat***

In addition to those requirements for a final plat, a public hearing is required for a replat.

#### ***Amended Plat***

An amended plat may be approved and issued for purposes as stated in the Texas Local Government Code. The amended plat does not require a public hearing. The amendment must not attempt to remove recorded covenants or restrictions and does not increase the number of lots.

#### ***Plat Vacation***

A plat vacation is used to void the last plat filed and recorded with Dallas County. Upon approval, the property reverts to the state it was in before the plat being vacated was filed, reverting the land to the legal description and restrictions of any previously filed plat. Vacating a plat will abolish all rights-of-way and easements dedicated by the plat. A new plat is taken before the Planning & Zoning Commission and City Council at the same time as the plat vacation.

### Tips For The Drawing

- Use a solid heavy line for the property line and a normal solid line for any lot lines.
- Utility easements adjacent to all rights-of-way should be a minimum of 10' in width.
- Utility easements not adjacent to rights-of-way should be a minimum of 15' in width.
- Fire lanes must be 24' in width and a maximum of 150' for dead-in; if longer, hammerhead or turnaround must be provided.
- Drive radii minimums are 30' for commercial and 20' for residential.
- Right-of-Way Corner clips are 15'x15'.
- When abandoning and dedicating fire lanes, show new fire lane with light cross-hatching. Provide a drawing showing abandonments and new dedications in jpeg, tif, or pdf format.
- Setback lines are not shown on the drawing, rather a note is provided stating that "Setbacks are as prescribed by current zoning."
- General Plat Layout:

Drawing, Data Block, Curve & Line Table, Small Scale Vicinity Map	Text, Dedications, Legal Description, Owner's Certificate
	Graphic Scale and North Arrow
Surveyor's Certificate, Notes, City's Certificate of Approval	Title Block, Subdivision Name, Owner/Developer Name, Engineering Company, Address, Phone, Date, Scale

### Tips For Text

- When applicable provide flood plain statement, dedication of open space/park areas and lien-holder's concurrence certificate with signature and notary lines.
- When replatting an existing plat, it is preferred that the new plat is given a new name.
- Title block example:

Final Plat

**MIDWAY ALPHA RETAIL CENTER ADDITION**

**Lots 1, 2, and 3, Block A**

(acreage and square footage)

Being a replat of

Lot 2, Block A, Prairie Crossing

Record No. 200503534630

An addition to the City of Farmers Branch,

Dallas County, Texas,

Situated in the Noah Good Survey, Abstract No.520

## Examples of Text to be Included on Plat

### OWNER'S CERTIFICATE

STATE OF TEXAS        )  
                                  )  
COUNTY OF DALLAS    )

WHEREAS, \_\_\_\_\_ is the sole owner of all of the following described tract of land \_\_\_\_\_ being more particularly described as follows:

***---INSERT LEGAL DESCRIPTION OF PROPERTY---***

### OWNER'S DEDICATION

NOW, THEREFORE, KNOW ALL BY THESE PRESENTS:

That, \_\_\_\_\_ acting by and through \_\_\_\_\_, duly authorized so to act, does hereby adopt this plat designating the herein above described property as THE SUBDIVISION NAME LOT/BLOCK, an addition to the City of Farmers Branch, Dallas County, Texas, and does hereby dedicate to the public use forever, the streets and easements shown hereon. The easements are hereby reserved for the purposes indicated. No permanent structures (buildings, fences, trees, shrubs, or paving) shall be constructed or placed upon, over or across said easements as shown, except with the written permission of the City of Farmers Branch, Texas. Said easements being hereby reserved for the mutual use and accommodation of all public utilities. All and any public utility shall have the full right and privilege to remove and keep removed all or any parts of any buildings, fences, trees, shrubs, paving or other improvements or growths which may in any way endanger or interfere with the construction, maintenance or efficiency of its respective utility system located within the easement, and all public utilities shall at all times have the full right of ingress and egress to or from and upon said easements for the purpose of constructing, reconstructing, inspecting, patrolling, maintaining and adding or removing all or part of its respective system without the necessity at any time of procuring the permission of anyone. The reconstruction, relocation, or other replacement of any buildings, fences, trees, shrubs, paving or other improvements or growths within such easements shall accrue no responsibility or liability to the City of Farmers Branch, Texas. (Any public utility shall have the right of ingress and egress to private property for the purpose of reading meters and any maintenance and service required or ordinarily performed by that utility.) There will be no permanent structures (buildings, fences, trees, shrubs, paving or other improvements or growths) or obstructions built, placed or planted within the 100 year flood plain. The maintenance of all easements shown hereon shall be the responsibility of the property owners.

This plat approved subject to all platting ordinances, rules, and regulations of the City of Farmers Branch, Texas.

EXECUTED this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
By:

\_\_\_\_\_  
Title:

### ACKNOWLEDGEMENT

STATE OF \_\_\_\_\_ §  
COUNTY OF \_\_\_\_\_ §

BEFORE ME, the undersigned authority, a Notary Public for the State of \_\_\_\_\_, on this day personally appeared \_\_\_\_\_, known to me to be the person whose name is subscribed to the forgoing instrument, and acknowledged to me that he executed the same for the purposes and considerations therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this the \_\_\_\_\_ day of \_\_\_\_\_, 2016

Notary Public in and for the State of \_\_\_\_\_

My commission expires: \_\_\_\_\_

**Rev. date: June 2016**



**CERTIFICATE OF APPROVAL (To be included on Plat)**

\_\_\_\_\_  
Chairman, Planning and Zoning Commission

Date: \_\_\_\_\_

Approved by the City of Farmers Branch, Texas on this the \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_.

\_\_\_\_\_  
Mayor, City of Farmers Branch, Texas

ATTEST:

\_\_\_\_\_  
City Secretary

**LIEN-HOLDER CONCURRENCE (Included on Plat if applicable)**

STATE OF TEXAS    )(  
                                  )(  
COUNTY OF \_\_\_\_\_ )(

NOW, THEREFORE, KNOW ALL BY THESE PRESENTS:

That, \_\_\_\_\_ being the Lien Holder of the above  
described property, acting by and through \_\_\_\_\_, duly authorized so to act, do  
hereby concur with the provisions of the Owner's Certificate.

EXECUTED this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

By: \_\_\_\_\_

Title: \_\_\_\_\_

SUBSCRIBED BEFORE ME, a Notary Public, for the State of Texas, County of \_\_\_\_\_ on this the  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public  
My commission expires: \_\_\_\_\_

### **FLOOD PLAIN STATEMENT (Included on Plat if applicable)**

This plat is approved by the City Council of the City of Farmers Branch and accepted by the Owner, subject to the following conditions which shall be binding upon the owner, his heirs, grantees, successors, and assigns:

The existing water courses, creek with its flood plain traversing within the limits of this addition, will remain as an open area at all times and will be maintained by the owners of the lot or lots that are traversed by or adjacent to the drainage course in (SUBDIVISION NAME). The City of Farmers Branch will not be responsible for any maintenance or operation of said water courses, creek or creeks or for any damage to private property or person that results from the flow of water along said creek, or for the control of erosion in the Flood Plain.

No obstruction to the natural flow of storm water run-off shall be permitted by filling or by construction of any type of dam, building, bridge, fence, walkway or any other structure within 100 Year Flood Plain, as hereinafter defined in (SUBDIVISION NAME), unless approved by the City Engineer. The property owner shall keep the 100 Year Flood Plain traversing or adjacent to his property clean and free of debris, silt, and any substance which would result in unsanitary conditions and the City of Farmers Branch shall have the right of ingress and egress for the purposes of inspection and supervision of maintenance work by the homeowners association and/or the property owner to alleviate any undesirable conditions which may occur.

The natural drainage channels and water courses through (SUBDIVISION NAME), as in the case of all natural channels are subject to storm water overflow and natural bank erosion to an extent which cannot be definitely defined. The City of Farmers Branch shall not be held liable for any damages of any nature resulting from the occurrence of these natural phenomena, nor resulting from the failure of any structure or structures, within the 100 Year Flood Plain.

Buildings adjacent to the flood plain within this subdivision shall be built to minimum floor elevations as required by Flood Plain Administrator.

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Marc Bentley, P.E., CFM  
City Engineer / Flood Plain Administrator

### **FOR PROPERTY WITHIN THE LEVY DISTRICT INCLUDE THE FOLLOWING:**

Flood Note: The subject tract is located completely in zone "AH" as defined by Flood Insurance Rate Map Community Panel No. (enter panel number) map revised (date), as issued by the Federal Emergency Management Agency. "Zone X" is defined on this map as an area of special flood hazard (100 year flood). Said area is further defined as having flood depths of from 1 to 3 feet (usually areas of ponding). Base flood elevation determined as 430 feet by said map.